

Six Rights of Medication Administration



1. Right Student

Always have two (2) ways of identifying the student when administering medications.

2. Right Medication

Verify that the name of the medication on the label on the medication container matches the information on the Medication Administration Log

3. Right Dose

Read the label on the medication container and compare it to the information on the Medication Log. Be sure to note the dose of the medication to be given.

4. Right Route

Read the label on the medication container and compare it to the information on the Medication Log. Be sure this information matches.

5. Right Time

Follow the instructions on the Medication Log. Compare with the instructions on the medication container label. Follow school district policy for the time frame acceptable to give the medication (Example: 30 minutes before or 30 minutes after the scheduled time.)

6. Right Documentation

Each medication given must be documented when it is given. (Remember- If a medication has been given but not documented, there is the potential of overdosing.)

Always Check the Medication:

- When removing the medication from storage (drawer/shelf)
- When removing the medication from the container/package
- When returning the medication container to storage (drawer/shelf)